

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350

SECNAVINST 1520.9A
CNET Code OOB
26 February 1993

SECNAV INSTRUCTION 1520.9A

From: Secretary of the Navy
To: All Ships and Stations

Subj: SHORE STATION COMMAND
SEMINAR FOR PROSPECTIVE
COMMANDING OFFICERS (PCOs)

1. **Purpose.** To announce policy, assign action responsibilities and issue the objective and general content for the PCO seminar. This instruction is a substantial revision and should be reviewed in its entirety.

2. **Cancellation.** SECNAVINST 1520.9.

3. **Background.** In response to a need expressed by incumbent shore station commanding officers, fleet commanders and headquarters commands, a three week management training program for prospective commanding officers of major shore commands was developed. The initial offering of this program was in May 1978 and is continuing.

4. **Objective.** To prepare prospective commanding officers of shore commands to more effectively manage assigned resources in their leadership role in mission accomplishment.

5. **Policy.** The prospective commanding officer of each shore command shall receive information and training in functional areas typically encountered at shore commands. Insofar as seminar quotas will permit, the prospective executive officers (PXOs) of each shore command also should receive such training if they have had no previous supervisory level experience at a shore command. Consistent with current Chief of Naval Personnel (CHNAVPERS) directives, exceptions to this policy may be granted only after flag officer review.

6. **Action.** The following are assignments of key responsibilities:

a. **Responsibility.** The Deputy Chief of Naval Operations (Manpower and Personnel) (N1), Director of Naval Training (N7) and the Commandant of the Marine Corps (CMC) (Code MPC) will provide guidance for this training program. The Chief of Naval

Education and Training (CNET) has the responsibility for seminar management and curriculum development with the Commander Naval Education and Training Center (NETC) as Training Agent and Naval Education & Training Center, Washington Training Unit as Curriculum Control Model Manager.

b. **Attendance.** Bureau of Naval Personnel (BUPERS) (PERS-4) will retain sole nominating authority for Navy personnel attending this program while under permanent change of station orders and utilizing central funding for per diem and travel costs. Marine Corps participants will be authorized by the CMC (Code MMOA). The priority of attendance is:

(1) PCO and PXO Major Department of the Navy (DON) Shore Command

(2) PCO and PXO Non-Major DON Shore Command

(3) CO's Major and Non-Major Commands on temporary additional duty orders

Chief of Naval Education and Training (CNET) will exercise quota control. Nominations not meeting the established criteria may be forwarded to CNET per the current CNETNOTE 1520 for consideration on a "space available" basis.

c. **Curriculum.** CNET will maintain the curriculum in response to the requirements of the Chief of Naval Operations (CNO), CMC, the various resource sponsors, headquarters commands and fleet commanders, who are encouraged to participate in curriculum review discussions (detailed in CNETNOTE 1520) to ensure the program remains responsive to the Department of the Navy's needs. The curriculum will be based on the following broad functional areas of management and leadership responsibilities a shore station commanding officer will encounter:

(1) Civilian Personnel Management/Manpower Requirements Determination

(2) Military Personnel Management/Manpower Requirements Determination

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- (3) Financial Management
- (4) Shore Facilities Management
- (5) Shore Activities Management
- (6) Morale, Welfare, and Recreation
- (7) Station Security

(8) Legal Aspects of Command

(9) Naval Supply System

(10) Medical/Dental System

(11) Special Interest Issues

(12) Commanding Officer Perspectives/Flag
Officer Perspectives

(13) Media Training

(14) Total Quality Leadership (TQL)

(15) Overseas Base Management*

d. Administration. The responsibility for budgeting is tasked under the CNET claimancy. The Director, Shore Station Command Seminar is responsible for the coordination, administration and quality control modifications as required. The seminar will normally be presented in the Washington area.

*Topics to be taken from each module as they differ for Overseas Stations.

e. Seminar Delivery. Each headquarters, command or office responsible for topical areas contained in the Shore Station Command Seminar curriculum will provide speakers, classroom material and funding for their respective areas of concern. Each session will be moderated by a CNET staff member. Audio/visual training aids will be available for presenter's use.

f. Announcement. CNET will publish a notice each year listing the curriculum details for this program and the seminar convening dates.

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(Acting)

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